

**Alabama Board of Examiners of Assisted Living Administrators  
Called Board Meeting**

Date: Friday, March 9, 2007  
Time: 10:00 a.m.

Place: 5921 Carmichael Rd.  
Montgomery, AL

**Members Present:** Mr. T. E. Cummings  
Ms. Susan Durden, Vice Chair  
Ms. Bridget Hammett  
Ms. Mamie Mahone, Chair  
Dr. Gloria Walker  
Mr. David Wilbanks

**Others Present:** Ms. Bettie Carmack, Attorney General Representative; Anetha Robinson, Executive Director; and Mr. Frank Holden and Ms. Renee Barnard (for rental agreement discussion only).

**Call to Order:** The special meeting of the Board was called to order at 10:02 a.m. by chairperson, Mamie Mahone.

**Agenda:** Mr. Cummings motioned to approve the agenda and Ms. Durden seconded the motion. Motion carried unanimously.

**Minutes from the January 26, 2007 meeting:** Dr. Walker motioned to approve the minutes and Ms. Durden seconded the motion. Motion carried unanimously.

**Lease Discussion:** A proposal was submitted to the Association for a lease amount not to exceed \$2,200. The Association suggested reducing the lease amount to \$2,200 for three months with review after the three months. The meeting was called because Ms. Mahone was not given authority to speak with the Association if alternatives were offered. Ms. Barnard and Mr. Holden entered the meeting to discuss possible solutions in settling the rental agreement. Items discussed were:

- Problems with sharing the position in the past.
  - (1) Work not getting done.
  - (2) Conflict of interest in dealing with complaints, etc.
- Suggested office manager and executive director positions be held by the same person.
- Hire education director to do training.
- Proposal from Association only made as a temporary means in order to further communicate with the Board about problems.

The Association would like for the Board to consider combining the Association's office manager and the Board's executive director positions into one position. The Association would hire a clerk to assist the office manager with clerical duties and would then be able to hire a qualified Education Director.

After discussions, Mr. Holden and Ms. Barnard exited the meeting and the Board went into Executive Session to discuss the options of the rental agreement.

Ms. Cox motioned to enter Executive Session at 10:55 a.m. Ms. Durden seconded the motion. Motion carried unanimously.

The Board closed the Executive Session at 11:42 a.m. and returned to Open Session. Ms. Hammett motioned to return the Open Session and Dr. Walker seconded the motion. Motion carried unanimously.

The executive director was asked to leave the room. The following minutes as prepared by Ms. Bridget Hammett are shown below:

*[Susan Durden made a motion to go back to a shared position with the understanding that certain items will be changed under a new contract. Eddie Cummings seconded. David Wilbanks, Gloria Walker and Bridget Hammett agreed. Mamie Mahone abstained.*

*For the General Complaint Committee we will have the Attorney General, Chair or Vice Chair (which ever is available) & one rotating board member. Eddie Cummings made the motion. Gloria Walker seconded. David Wilbanks abstained. Motion carried.*

*David Wilbanks left the board meeting at 1:35pm.*

*For Refusal to Issue a License, Suspension of License, Revocation of a License, and other Disciplinary Proceedings, Pursuant to 135-X-7-.02 we need three non-consumer members and one non-voting consumer member. A motion was made by Eddie Cummings for the three non-consumer members to be Bridget Hammett, Susan Durden and Kathy Tankersley and the non-voting consumer member to be Gloria Walker. Gloria seconded. Motion carried.*

*Eddie Cummings made a motion that Mamie Mahone be granted authority to enter into a contract with the Assisted Living Association of Alabama to provide us with a 30 hour a week Executive Director at a cost not to exceed the budgeted salary and based on the stipulations discussed by the board. Those stipulations are:*

- *Six month review of performance and possibly decrease to 20 hours a week with the salary being adjusted accordingly.*
- *Confidence agreement between the Assisted Living Association of Alabama and the Board of Examiners. If the agreement is broken the position would be terminated immediately.*
- *Questions related to management of the Board of Examiners, except for public record information, should be directed to the chair.*

*Gloria Walker seconded. Motion carried.*

*Susan Durden made a motion to give Anetha Robinson up to a 60 day notice as of March 12, 2007 to find alternative employment due to financial constraints of the Board. Eddie Cummings seconded. Motion carried.*

*Mr. Cummings motioned that Ms. Mahone be allowed as chair of the Board to accept the new lease. Dr. Walker seconded. Motion carried unanimously. Mr. Wilbanks abstained.]*

**Ms. Carmack discussed changes to be made to the statutes replacing the word “secretary” with “director” in Ala. Admin. Code 135-x-4-.01(5-11) and 135-x-2-.01(i). She also distributed information on forming a committee for complaint review.**

**Ms. Hammett motioned to adjourn the meeting and Dr. Walker seconded. Motion carried unanimously. Meeting adjourned at 2:20 p.m.**

**Approved by:\_\_\_\_\_**  
**Mamie Mahone, Chairwoman**

**Prepared by:\_\_\_\_\_**  
**Anetha D. Robinson, Executive Director**